

## **APPENDIX E**

### **OPEN PROJECT SELECTION PROCESS**

## Requirements for an Open Project Selection Process

### A. Priority Rating System

North Carolina's priority rating system allows consideration of the quality of the grant proposal during each funding cycle. The priority rating system is based on specified evaluation criteria. The criteria include minimum requirements (see Local Government Criteria) and cover ten subject areas:

- I. Project need, SCORP goal attainment, public priority
- II. New public outdoor recreation facilities
- III. Critical acquisition
- IV. Public involvement
- V. Degree of planning
- VI. Needy local applicant
- VII. Site Considerations
- VIII. Clientele served
- IX. Grant administration
- X. Other/miscellaneous

- (1) Places strong emphasis on project's conformance with priority needs identified in the SCORP. Each project is reviewed and given a score (up to 35 points) for degree of need, SCORP goal attainment, and public priority. (See Local Government Criteria.)

- (2) Public Involvement

Each project is reviewed by a team consisting of regional parks and recreation consultants and grant staff and given a score (up to 20 points) for the degree of citizen involvement. In addition, the project applicant must submit evidence of citizen involvement, such as minutes from town council meetings, county commission meetings, and public hearings. Furthermore, citizen involvement is part of the minimum criteria of the Grant Evaluation Criteria.

- (3) Clientele Served

Each project is evaluated by a team consisting of a regional parks and recreation consultant and grant staff on the basis of clientele to be served.

Potential applicants must provide assurances that their project will be accessible to all segments of the public as part of the minimum criteria.

It is a policy of North Carolina's LWCF Program that projects must provide new recreation opportunities, not renovation of existing facilities.

- (4) Conformance of project with criteria outlined in Chapters 640 and 660 of the

### LWCF Manual.

The standard requirements and guidelines contained in Chapters 640 and 660 of the LWCF Manual are incorporated in North Carolina's evaluation criteria and are checked by the regional park-recreation consultants and LWCF Program staffs in their review of LWCF grant applications.

#### B. Project Selection Process

North Carolina's evaluation criteria are the basis of its selection system. They ensure that all projects are evaluated and selected on the basis of quality and conformance with federal and state guidelines. The system for using the criteria is as follows:

- (1) Local and state projects are reviewed and scored by a team of regional parks and recreation consultants and grant staff, based on criteria and on-site inspections.
- (2) The recommendations/scores are submitted to the Raleigh LWCF staff and SCORP policy staff. Project data sheets with scores are developed for all projects for use by the LWCF Review Committee. Packets with project data sheets and rating information are sent to LWCF Review Committee members.
- (3) Projects are selected by LWCF Review Committee, and recommendations are submitted to the state liaison officer.
- (4) SLO/ASLO submits projects to the National Park Service.

North Carolina's procedures under the Administrative Procedures Act (N.C.A.C. 12/12/84; T15:12J.01 - 12J.03) further explain the review, evaluation, and project-selection process for the Land and Water Conservation Program.

#### C. Recurring Funding Cycle

North Carolina's LWCF funding cycle is held every year.

#### D. Public Notification

To provide all eligible entities an equal opportunity to participate in the LWCF Program, the state notifies potential applicants that Land and Water Conservation Funds are available.

- A letter is mailed to all mayors, chairmen of county commissions, and recreation directors in the state and to heads of state agencies explaining the LWCF grants program, criteria used in rating grant applications, procedures for applying for assistance, funding schedule, dates of LWCF workshops, and the sources of the technical assistance that is available to help with the grant preparation.
- Funding schedule is distributed at the annual N.C. Recreation and Parks

Society conference.

- Regional newsletters publicize LWCF grant availability.

In addition, formal application workshops are held for potential applicants.

E. Program Assistance

Outreach and technical assistance is provided through regional park/recreation consultants. Technical assistance is provided by the consultants to anyone requesting or needing assistance. This assistance includes help with formulation of project proposals, preparation of applications, site planning, facilities standards, public participation methods, planning requirements and procedures, etc. In addition, an application workshop is held prior to each funding cycle to provide information on application procedures, forms, and whom to contact for additional information or assistance.

Written information is also provided to potential applicants in the form of an application manual that describes and defines procedures for participation. This manual has been revised and expanded to incorporate the major aspects of the LWCF Program.

F. Affirmative Action

The state makes every effort to ensure that minority populations have equal access to participation in the LWCF Program. With the mass mail-out each year to all local units of government, everyone is provided an equal opportunity to apply for a LWCF grant.

G. Advisory Boards

North Carolina uses an advisory board known as the Land and Water Conservation Fund Review Committee in selecting LWCF projects to be funded. The committee receives recommendations from the LWCF Program staff for projects to be funded and subsequently recommends projects to the state liaison officer.

The committee is composed of nine members representing various organizations and includes minority representation. The members of the committee are chosen by the state liaison officer.

## LOCAL GOVERNMENT LWCF GRANT EVALUATION CRITERIA

### Minimum Criteria

An applicant must have met the following minimum criteria by the application due date in order for a grant to be considered for funding:

- Application must be postmarked no later than the due date.
- Applicant must be a municipal or county government or a combination thereof.
- Applicant must assure it has the required matching funds.
- Applicant must hold fee simple title to property for all development projects.
- Adequate citizen involvement in the project formulation must be obtained and documented.
- Applicant must provide assurances of compliance with Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.
- Applicant must agree to comply with all applicable federal, state and local laws, and regulations.
- Plat map must be dated and signed by the chief elected official or individual authorized to file application.
- Applicant must assure that any existing LWCF-assisted project(s) is/are properly maintained and supervised and any newly approved project(s) will also be properly maintained and supervised.

### Local Government LWCF Grant Evaluation Criteria

Score	Possible Points	Description
_____	of 20 / 35	I. Project need, SCORP goal attainment, public priority
_____	of 0 / 25	II. New public outdoor recreation facilities
_____	of 0 / 20	III. Critical acquisition
_____	of 20	IV. Public involvement
_____	of 17 / 20	V. Degree of planning
_____	of 15	VI. Needy local applicant
_____	of 10 / 15	VII. Site consideration
_____	of 0 / 10	VIII. Clientele served
_____	of 5 / 9 / 12 / 15	IX. Grant administration
_____	of of $\pm$ 7	X. Other / miscellaneous (sum total)
<b>Total Score</b>		

Score				%
Possible Points	=	97 / 104 / 148 / 155 / 175	=	

## LOCAL GOVERNMENT LWCF GRANT EVALUATION CRITERIA

### I. SCORP - DEGREE OF PROJECT NEED, SCORP GOAL ATTAINMENT, AND PUBLIC PRIORITY (20 or 35 Possible Points)

#### A. Degree of Project Need (15 Points)

<u>Low</u>	<u>Medium</u>	<u>High</u>
1, 2, 3, 4, 5	6, 7, 8, 9, 10	11, 12, 13, 14, 15

#### B. Contribution to Achieving SCORP Goals (5 Points)

Low - 1	Addresses 0 - 1 Goal and Objective
Medium - 2 or 3	Addresses 2 - 3 Goals and Objectives
High - 4 or 5	Addresses 4 - 5 Goals and Objectives

#### C. Priority of Public Funding According to Demand (15 Points)

Activity Code \_\_\_\_\_ Converted Score \_\_\_\_\_

N/A for land acquisition only projects.

### II. NEW PUBLIC OUTDOOR RECREATION FACILITIES PROVIDED BY THE PROJECT (Development Projects Only) (25 Possible Points)

#### A. The local government will be providing its first public recreational facility on property that it owns. (10 Points)

Describe:

#### B. The project will provide:

1. three or more new outdoor recreational facilities (10 points), or
2. two new outdoor recreational facilities (6 Points), or
3. one new outdoor recreational facility (3 Points).

List the new recreational facilities (see definition of terms, page 9):

#### C. The project will provide major renovation of:

1. three or more outdoor recreational facilities (5 Points), or
2. two outdoor recreational facilities (3 Points), or
3. one outdoor recreational facility (1 Point)

List the recreational facilities to be renovated and why each renovation is needed (see definition of terms, page 10).

### III. CRITICAL ACQUISITION (Applies only to acquisition projects) (20 Points Maximum)

- A. Highly threatened. If not purchased at this time, a quality significant recreational and/or natural resource will be lost (20 Points), or
- B. The site is an excellent recreational and/or natural resource and should be acquired (15 Points), or
- C. The site is an above average recreational and/or natural resource and should be acquired (10 Points), or
- D. The site will make a good outdoor recreation and/or natural resource, but comparable sites are available (5 Points), or
- E. The site is below average or offers little as a recreation resource. Better sites are available (0 Points)

### IV. PUBLIC INVOLVEMENT IN DEVELOPING AND SUPPORTING THE PROJECT (20 Points Possible)

The public involvement process(es) listed below must have occurred within 5 years of the application submission date to be eligible for scoring purposes.

- A. The applicant conducted a public meeting(s) exclusively for discussing the project and obtaining comments. The public supported the project. (8 Points)
- B. A citizens' recreational needs survey in the applicant's jurisdiction shows support for the project. (4 Points)
- C. The applicant presented the project to at least 2 local groups (such as civic groups, churches, neighborhood associations, youth associations, and advisory boards) and received support for the project. (4 points)
- D. The applicant presented the project to the parks and recreation advisory board or



similar appointed group and received support for the project. (2 Points)

- E. The applicant presented the project at a publicly-announced meeting of the local governing board and received support for the project as evidenced by signing of the Standard 424 Certification Form. (1 Point)
- F. The parks and recreation staff and the local governing board met to discuss and develop the project. (1 Point)
- G. No public involvement is evident. (0 point)

V. DEGREE OF LOCAL RECREATIONAL PLANNING FOR THE PROJECT AND HOW THE SPECIFIC ELEMENTS IN THE PROJECT CONFORM TO THE PLAN(S). (17 or 20 Points Possible)

- A. To what extent has the applicant planned for parks and recreation (see definition of terms, page 13)? An increased degree of planning complexity should be expected as the applicant's population size and complexity of the project increases.
  - 1. The applicant has a system-wide comprehensive parks and recreation plan, and the project conforms with the plan. (5 Points).
    - The system-wide plan has been adopted by the local governing board. (1 Point)
  - 2. The applicant has had a master plan developed or revised within the past five years for the project site, and the project conforms with the master plan. (7 Points)
    - The master plan has been adopted by the local governing board. (1 Point)
  - 3. The applicant has either a 3-to-5 year parks and recreation plan or a capital improvement plan for parks and recreation, and the project conforms with the plan. (3 Points)
  - 4. No planning has been done. (0 Points)

B. Site Planning (3 Points Maximum)

To what extent has the site plan been thoughtfully/professionally planned? The more complex the project, the more professional expertise that should be involved.

1. Excellent design/planning using detailed or schematic drawings. (3 Points) or,
2. Good design/planning using detailed or schematic drawings. (2 Points) or,
3. Fair design/planning using schematic drawings and conceptual plans. (1 Point) or,
4. Poor design/planning using rough drawings and conceptual plans. Or design is not legible. (0 Points)

N/A - For applicants proposing land acquisition only projects.

#### VI. NEEDY LOCAL APPLICANT (15 Possible Points)

##### A. Level of Local LWCF Spending Per Capita by County (10 Points)

- 10 points - County ranking from 81 to 100. (Lowest per capita)
- 8 points - County ranking from 61 to 80.
- 6 points - County ranking from 41 to 60.
- 4 points - County ranking from 21 to 40.
- 2 points - County ranking from 1 to 20. (Highest per capita)

##### B. Applicant has never had a previous LWCF grant (5 points)

#### VII. SITE CONSIDERATIONS (10 or 15 Possible Points)

##### A. Potential for Construction of Facilities (5 Points Maximum)

To what extent is the site suitable for the intended development without special and costly construction methods? Topography, ground water levels, soil conditions, woodland vegetation and potential for flood occurrence are important factors to be considered.

1. For this region, the site is well suited for proposed development, and development will involve minimal site preparation and/or modifications. (5 Points) , or
2. For this region, site will permit all proposed development with moderate site

preparation or modification. (3 Points), or

3. For this region, site will permit all proposed development, but with expensive site modification costs. (1 Point), or
4. For this region, site is poorly suited for proposed development; site preparation and modification costs are excessive. (0 Points)

N/A - For applicants proposing land acquisition only projects.

**B. Access to Site (2 Points Maximum)**

To what extent is access provided to the site? Consider safety, convenience to the population to be served and legal access. "Access" refers to how easy park users can get to the site and the availability of alternative means of transportation (foot, bicycle and public transportation) to the site.

1. Access is excellent. (2 Points), or
2. Access is adequate. (1 Point), or
3. Access is poor and problems exist. (0 Points)

**C. Surrounding Area (3 Points Maximum)**

To what extent is the park benefitted by being located at this site or hindered by its location and by the effects of adjacent properties?

1. Site is surrounded by complimentary land uses (residential, forests, rivers, farmland, non-polluting businesses, etc. (3 Points), or
2. Site is partially surrounded by complimenting land uses. (1 Point), or
3. Site has no complimenting land uses bordering the park. (0 Points)

**D. Internal Site Intrusions (5 Points Maximum)**

To what extent is the site free of overhead power lines, roadways, railroads, water-sewer lines, storm sewers and other intrusions or easements?

1. Site is totally free of obtrusive intrusions such as power lines, roads, water lines, sewer lines, and other intrusions. (5 Points), or
2. Some intrusions are on the periphery of the park, but are screened from view.

(3 Points), or

3. Existing intrusions will be buried, moved or screened as part of this project. (2 Points), or
4. Nothing can be done about the existing intrusions which have an adverse affect on the park (0 Points)

#### VIII. CLIENTELE SERVED (10 Points Maximum)

A. To what extent are persons with disabilities served by the proposed project?

1. Designed for use by persons with disabilities (5 Points)
  - a. Project is well designed using “universal design and signage” and exceeds Americans with Disabilities Act Accessibility Guidelines (ADAAG). (5 Points), or
  - b. Project is designed to exceed ADAAG or N.C. Building Code. (3 Points), or
  - c. Project meets minimal ADAAG criteria. (1 Point)

N/A - For applicants proposing land acquisition only projects.

2. The proposed project will modify existing facilities to make them accessible to persons with disabilities. (2 Points)

N/A - For applicants proposing land acquisition only projects.

B. Special Identifiable Community Service Needs (3 Points Maximum)

To what extent will the project serve traditionally “under-served” populations, such as elderly, African Americans/Blacks, Hispanics/Latinos, Native Americans, Asian Americans, etc, that have special identified needs?

1. Great extent. (3 Points), or
2. Some extent (1 Point), or
3. No special needs identified. (0 Points)

N/A - For applicants proposing land acquisition only projects.

#### IX GRANT ADMINISTRATION (8 or 12 or 15 Possible Points)

A. Applicant's Commitment to Operating and Maintaining the Project (5 Points)

1. A full-time parks and recreation department will manage the project site to provide programming and to ensure adequate operation and maintenance (5 Points), or
2. A full-time staff, such as public works, will manage the project site to ensure adequate operation and maintenance (3 Points), or
3. The applicant will manage the project site with a part-time staff or by contractual agreement to ensure adequate operation and maintenance (2 Points), or
4. An organized volunteer group, such as a civic group or a youth sports association, will operate and maintain the project site. (1 Point)

B. Quality of Previous Projects (4 Points)

To what extent has the applicant developed quality outdoor recreation facilities?

1. Highest quality. (4 Points), or
2. Above average. (3 Points), or
3. Average (2 Points), or
4. Below average. (1 Point), or
5. Poor quality and/or substandard operation and maintenance. (0 Points)

N/A - For applicants with no previous LWCF project(s) or public park sites.

C. Past Grant Administration (LWCF or PARTF) (3 Points Maximum)

To what extent has the applicant shown an ability to undertake and complete a quality recreation project during the past 5 years? Consider fiscal records/billings, length of time needed to start and complete a project, use of funds, compliance with guidelines, time extensions required, changes in project scope, etc.

1. Excellent record. (3 Points), or
2. Above average record. (2 Points), or
3. Average record, or no project by which to judge. (1 Point), or

4. Below average or currently has outstanding problems with an existing grant due to the lack of compliance by the applicant (0 Points)

N/A - For applicants with no previous LWCF or PARTF project.

D. Relationship to Competing Recreation Enterprises and Existing Public Recreation Facilities. (3 Points Maximum)

To what extent does the proposed project compete with private non-profit and commercial recreation providers and complement existing or planned public recreational facilities?

1. No competing recreation providers and project complements to a great extent (3 Points), or
2. Few competing recreation providers and above average complement to public facilities (2 Points), or
3. Some competing recreation providers, but foresee no conflicts and average complement to public facilities (1 Point), or
4. May conflict with competing recreation providers and below average or does not complement public facilities. (0 Points)

N/A - For applicants proposing land acquisition only projects.

X. OTHER/MISCELLANEOUS (- 7 Points or + 7 Points Possible)

This section gives an opportunity to award additional points for positive aspects or to deduct points for negative features of the project **that are not addressed in the other sections of the evaluation criteria**. A project starts with zero points. No points may be added or deducted without an explanation.

A. Potential Negative Features (- 7 Points Possible):

1. Applicant has an active LWCF grant. (- 2 Points)
2. Project documentation poor (poor maps/site plans or inadequate environmental assessment, missing documentation, instructions not followed, inconsistencies, etc.) (-3 Points)
3. Over half of project's cost is for support facilities (such as landscaping, roads, utilities, dredging. etc.) (-2 Points)

\_\_\_\_\_ TOTAL NEGATIVE POINTS

Explanation:

B. Potential Positive Features (+ 7 Points Possible):

1. The application is a joint project between two or more local governments or the applicant has conducted multi-jurisdictional open space planning in which the proposed project is identified. (+ 3 Points)
2. Applicant representative attended the application workshop (+ 2 Points)
3. Project offers new opportunity for access to wetlands or public waters. (+ 2 Points)

\_\_\_\_\_ TOTAL POSITIVE POINTS

Explanation:

X. \_\_\_\_\_ Of + or - 7 Possible Points

### Definition of Terms

1. SCORP - North Carolina's Statewide Comprehensive Outdoor Recreation Plan: 1995-2000 prepared by the State consisting of a planning agreement, an assessment and policy plan, and an action plan. To be eligible for LWCF assistance, a project must have a clearly defined end product which addresses needs, problems and issues identified in a state's currently approved SCORP.
  
2. Outdoor Recreational Facilities - The following list provides examples of projects that will qualify as new outdoor recreational facilities or areas.
  - A. Sports facilities including tennis courts, soccer fields, ballfields, running tracks, disc golf courses, and basketball courts.
  - B. Fishing and boating facilities including man-made lakes or ponds, docks, launching ramps, piers, and marinas.
  - C. Swimming facilities include swimming pools, wave-making pools, wading pools, spray pools, and swimming beaches.
  - D. Trails (with a minimum length of 1/4 mile) including nature trails, hiking trails, greenway, bicycling trails, fitness trails, and equestrian trails constructed with surface materials that will accommodate the intended trail users.
  - E. Camping facilities including group camps, tent and trailer campgrounds and primitive camping.
  - F. Picnic facilities including picnic shelters with tables and grills, or picnic areas with groups of tables and amenities.
  - G. Play areas including playgrounds and tot lots.
  - H. Amphitheaters.
  - I. Large passive areas with benches, walkways and landscaping.

**Reminder:** Recreational programs are not facilities. Recreational programs include sports activities, classes and lessons. Also, support facilities are not recreational facilities. Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, offices, storage building, fencing, landscaping, site preparation, bridges, utilities, sidewalks, accessible routes, ramps, stairways and drinking fountains.



3. Major Renovation - The extensive reconstruction of an outdoor recreation facility to restore or improve its usefulness. A renovation project **will not** be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.
4. Local Recreational Planning:
  - A. System-wide comprehensive parks and recreation plan - a plan that analyzes the recreational needs of the citizens in a city or county's jurisdiction and recommends how to meet those needs. The plan evaluates existing facilities and programs to determine if the community's current and future recreational needs will be met. The plan identifies future property acquisition and facility development needs.
  - B. Park master plan - a long-range plan for one park that contains a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan should include the following items:
    1. Site analysis - describes and evaluates the site's natural, historic and man-made features.
    2. Recreational needs - identifies the recreation facilities and services that the community wants using public meetings and/or surveys. Identifies the existing recreation facilities and services in the area to identify duplications or deficiencies.
    3. Physical needs - identifies the park site's physical needs:
      - property acquisition
      - capital improvements (buildings, recreation facilities; roads, utilities)
    4. Property acquisition and capital improvement cost estimates; divided into phases if necessary.
    5. Site plans and illustrations depicting facility locations, floor plans, and property acquisition boundaries.
    6. Park management requirements:
      - maintenance, operation and programming.
      - administration and personnel.
    7. Plan implementation recommendations.
  - C. Capital Improvement Program (CIP) - an adopted plan that lists all the capital improvement needs of a local government in priority order. The plan contains the capital expenditures to be incurred over a fixed time period, usually two to five years.